



LAKE HAVASU CITY ANNOUNCES AN EMPLOYMENT OPPORTUNITY

POLICE SERVICE ASSISTANT/TRAINEE POLICE DEPARTMENT

Salary: Police Service Assistant: \$13.03/hourly

Police Service Assistant/Trainee: \$11.85/hourly

This is a temporary part-time position without benefits

FLSA Non-Exempt position

Open Competitive

EXPERIENCE AND TRAINING: High school diploma or General Equivalency Diploma (G.E.D.) and a minimum of six (6) months experience in law enforcement or a detention facility; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed. Those without law enforcement experience will only be considered for a trainee position.

JOB RELATED & ESSENTIAL QUALIFICATIONS: **KNOWLEDGE OF:** Basic computer skills; record keeping procedures; fingerprinting and booking procedures; procedures for physically controlling and safely transporting prisoners. **SKILL IN:** Dealing diplomatically with prisoners, the public and other employees. **ABILITY TO:** Work cooperatively with others; learn and interpret regulations relating to prisoners, evidence and police property; demonstrate oral and written communication skills; follow established procedures; maintain good physical condition; maintain regular attendance. **PHYSICAL ABILITY:** Sufficient to control and transport prisoners; sufficient to operate equipment including 35mm, digital and video cameras and fingerprinting equipment, automobiles, telephones, handcuffs and prisoner restraints. **VISUAL ABILITY:** Sufficient to effectively operate automobiles by both day and night; sufficient to operate 35mm, digital and video cameras and fingerprinting equipment. **HEARING ABILITY:** sufficient to communicate with other individuals in person, by telephone and by radio transmission. **SPEAKING ABILITY:** sufficient to communicate effectively with other individuals in person, by telephone and by radio transmission. Freedom from mental disorders that would interfere with performance of duties as described.

NOTE: IT IS THE RESPONSIBILITY OF AN APPLICANT WITH A DISABILITY REQUIRING ACCOMMODATION IN THE SELECTION PROCESS TO CONTACT HUMAN RESOURCES/RISK MANAGEMENT TO REQUEST SUCH AN ACCOMMODATION PRIOR TO THE CLOSING DATE OF THIS RECRUITMENT

JOB-RELATED AND ESSENTIAL DUTIES: Performs work involving the transportation and security of persons in police custody and related support responsibilities. Receives handcuffed prisoners; inventories their personal property; completes booking sheets and related forms; posts and maintains logs and files; weighs, measures, fingerprints and photographs prisoners; runs intoxilyzer tests; assists with evidence when necessary; assists with mail; assists records clerks; schedules, supervises community service workers as provided by the court. Duties may include preventative maintenance and minor repairs; collection of trash; cleaning and setup of tables and chairs.

SPECIAL REQUIREMENTS: Possession of or ability to obtain a valid Arizona driver's license of appropriate class. Ability to pass a background and polygraph examination. Requires shiftwork to include evenings, weekends and holidays.

EXAMINATION: The City reserves the right to consider only the most highly qualified applications for the succeeding examination processes: Training and Experience Evaluation, Interview, Personnel Evaluation Profile (PEP), Background Investigation, Polygraph Examination, Fingerprint Identification. Appointment subject to successful city paid medical examination after offer of employment has been made.

APPLY TO:

Obtain and Submit completed City Application to:
Lake Havasu City Human Resources/Risk Management Department
2330 McCulloch Blvd North
Lake Havasu City, AZ 86403
PHONE: 928-453-4143; TDD: 928-855-3945; www.lhcaz.gov

FILING DEADLINE: Friday, August 27, 2010; 5:00pm
Recruitment #: OC11-02

Posted: 8/13/10

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA); WITH PRIOR NOTICE TO THE HUMAN RESOURCES DIVISION REGARDING TESTING OR JOB PERFORMANCE MODIFICATIONS. THE CITY WILL MAKE EVERY ATTEMPT TO OFFER REASONABLE ACCOMMODATIONS FOR QUALIFIED APPLICANTS AND EMPLOYEES WITH DISABILITIES.

The City of Lake Havasu is an Equal Opportunity Employer

Lake Havasu City Employment Website: www.lhcaz.gov

LAKE HAVASU CITY INFORMATION

EQUAL EMPLOYMENT OPPORTUNITY:

All applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability or any other non-merit factor. Employment shall be based upon merit and ability and free of unlawful and political considerations.

HOW TO APPLY:

Follow instructions on job bulletin and application. Applications must be submitted or postmarked before the closing date specified on the job bulletin.

MEDICAL EXAMINATIONS:

The City Physician, through medical examinations, may determine the physical fitness of individuals selected for employment.

VACANCIES:

Classified positions may be filled from an established eligibility list. Unclassified positions do not require posting.

PROBATION:

Each employee selected for a classified full-time authorized position must satisfactorily serve an established probationary period.

PERFORMANCE INCREASES:

Classified full-time employees are eligible for consideration for increase based on individual performance.

RESIDENCY REQUIREMENT:

All employees of Lake Havasu City must establish and maintain residence within a reasonable radius of the workplace.

EMPLOYMENT ELIGIBILITY

VERIFICATION:

Lake Havasu City will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire. Lake Havasu City is a participant of the Employment Eligibility Verification (EEV) program.

STARTING SALARY:

New employees will normally be hired at the first step of their salary range.

THE CITY BENEFIT PROGRAM INCLUDES:

- Annual Paid Time Off (PTO)
- 10 Paid Holidays Annually
- Employee health and dental insurance
- Life insurance
- Accidental death and dismemberment insurance
- Optional Vision insurance
- Optional Supplemental Group Universal Life Insurance
- Optional Cancer and Hospital Intensive Care Insurance
- Wellness Program
- Retirement Benefits
- Optional Deferred Compensation Program
- Social Security benefits
- Service Awards

MISSION STATEMENT LAKE HAVASU CITY, ARIZONA

Our mission is to serve the citizens of Lake Havasu City, to improve the quality of life for all, and to promote community spirit and pride.

We believe in:

LOYALTY

To our community, to the organization, and to each other

COURTESY

In providing high quality services for all

INNOVATION

In planning for a progressive community

RESPONSIBILITY

To provide a safe and pleasant environment

LEADERSHIP

Which is responsive to staff and community needs

SUPPORT

An environment that encourages economic opportunities

EFFICIENT

In maintaining and improving city services

STEWARDSHIP

In managing our natural resources

INTEGRITY

In preserving financial stability

ACCOUNTABILITY

By promoting individual responsibility and citizen involvement

To be a member of our team, you will need to support these core values by demonstrating them in your daily interactions with citizens and your teammates.

Information contained herein is subject to change and does not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked without notice.